

# Caitlin Robinson

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512.826.1787

## **Education**

Texas A&M University

*Graduated May 2010*

*BS Biomedical Sciences*

University of Texas

*Graduated December 2018*

*MSN - Nursing with a concentration in Leadership in Diverse Settings*

## **Rugby Playing Experience**

Texas A&M University

*August 2007 - May 2011*

West Select Side

*April*

*2011*

Houston Athletic Rugby Club

*September 2018 - Present*

## **Rugby Administration Experience**

Texas A&M

*January 2009 - July 2010*

*Match Secretary*

- Reserved fields in advance of game day
- Coordinated with opposing teams about game day
- Kept in contact with referees leading up to game day
- Oversaw game day equipment for both home and away games

Texas A&M

*August 2010 - December*

*2010*

*Vice President*

- Oversaw fundraising events and coordinated with players to ensure volunteers were present
- Assisted the president with running of the club
- Worked with Sports Rec to ensure the smooth running of the club

Houston Athletic Rugby Club

*September 2020 -*

*Present*

*Club Manager*

- Oversee membership for USAR and HARC men's and women's teams
- Reserve game and practice fields and ensure all parties involved are informed of details for game day
- Coordinate with team manager and coaches for the running of the teams
- Oversee requests and verification of referees for both men's and women's teams

Texas A&M Women's Alumni

*June 2020 - Present*

*Administrator*

- Manage digital communications
- Assist with all other positions in their roles
- Initial setup and running of the website
- Facilitate and coordinate events and membership lists

- Assist with the initial file structure and organization of documents

### **Leadership Experience**

Memorial Hermann - Roger Clemens Wing

*January 2020 - February 2021*

*Charge Nurse*

- Coordinated admission and discharge of patients on the unit
- Assisted bedside nurses with general patient care
- Coordinated with all pediatric units to ensure appropriate staffing

Memorial Hermann - Wound Care

*January 2022 - Present*

*Charge Nurse*

- Oversee staff as they accomplish their duties
- Ensure all staff has necessary resources to perform their duties
- Maintain staff morale and provide education as necessary

Memorial Hermann - Wound Care/Hyperbarics

*November 2021 - Present*

*Unit Practice Council Chair*

- Plan and run monthly meetings
- Coordinate with unit manager over the needs and wants of the staff
- Follow up on various project determined by the council

Memorial Hermann - Wound Care

*January 2022 - Present*

*Skin Champs Chair*

- Plan and run monthly meetings
- Provide education over various wound care content
- Work with multiple unit managers to ensure proper information is dispersed to all involved